Aiken Format for Moodle Quiz Uploads

The Moodle Support team can upload your multiple choice and true/false questions for exams and quizzes when you provide the questions in the Aiken upload format. Aiken is a very specific text format that allows Moodle to parse your questions and answers.

Moodle does accommodate other formats for questions. While these other upload formats offer more question type options, they are technically complex. Aiken is relatively consistent and simple.

What to Submit with your Aiken File

In addition to your txt file, we need the following information included in the email you send to moodlesupport@tiffin.edu:

- Course name and section number(s)
- Week where the quiz/text belongs
- Overall point value of the quiz and individual point values of questions if they are not all the same.
- When your quiz should first be available (day and time) and when it should end (day and time). *We strongly recommend giving students taking online quizzes remotely a much wider block of time to complete the quiz due to the possibility of technical and connectivity issues.*
- The amount of time students may take on each attempt. In Moodle, you can have the quiz available for 8 hours, but only allow 60 minutes once a student starts a quiz. *Again, for quizzes taken remotely, we highly recommend adding additional time to what you would do in a seated environment. If a student loses connectivity, they could be unable to complete a very short quiz.*
- Number of attempts allowed (if more than one).

Writing Questions in Aiken

Aiken format: (enlarged for visibility)

[[Question]]
A) [[Option 1]]
B) [[Option 2]]
C) [[Option 3]]
ANSWER: A
[[extra line]]
[[Next Question]]…

Start with a question all on one line. Do not hit "return" until you are ready to input answers

Each answer begins with a capital letter (start with 'A') followed by either a close parenthesis ")" or a period "."

The next line is the answer line. In all caps, type "ANSWER:", one space, and then the capital letter that corresponds to the correct answer.

Add one blank line, then you can start the next question.

For example:

What is 1+1?
A) 3
B) 2
C) 4
ANSWER: B

True of False. Two is the square root of four.
A) True
B) False
ANSWER: A

Note true false questions are really a two-answer multiple choice questions. Make sure you use the letter (A or B) not the words True or False for your answers.

Common Aiken Errors

- No headers, sub-headers, or spacing to force something to the next page. Use only a single blank line between questions.
- Turn off Word's automatic formatting. If it kicks in (automatically indenting your text) select "undo" (ctrl-z in Windows). All answers must be all the way to the left.
- Use capital letters for your answers (A, B, C, D, not a, b, c, d).
- One single space between the parenthesis/period and your answer option.
- Spell ANSWER correctly. Include a colon and a single space before you put your answer key
- Use a letter for the answer. Don't use "true" or "false" --- use "A" or "B"
- Multiple choice and True/False questions only. NO short answer, matching, or essay questions.
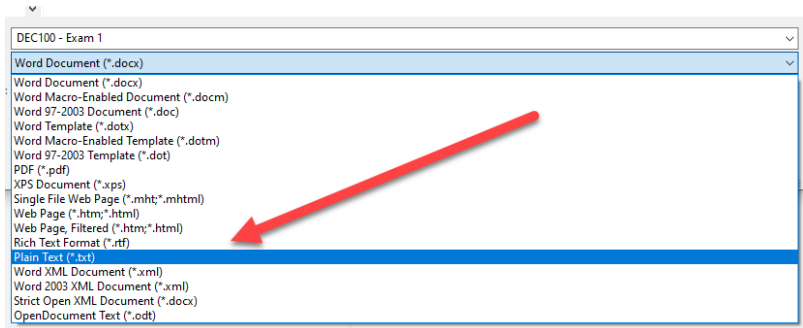
Saving Correctly in Word

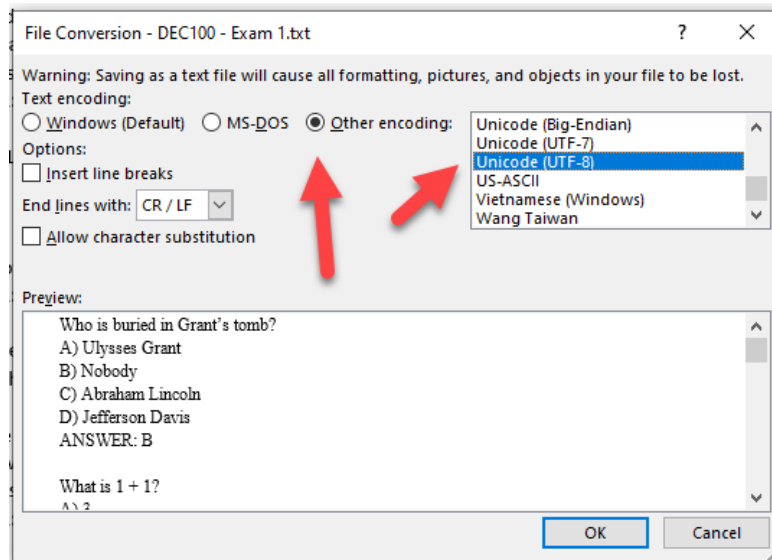Once you have your test done, follow these procedures to save your file.

1. Select save as from the File menu.

2. Name your file with the course title and exam name/number.
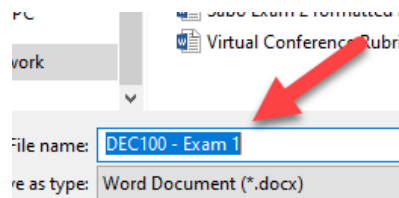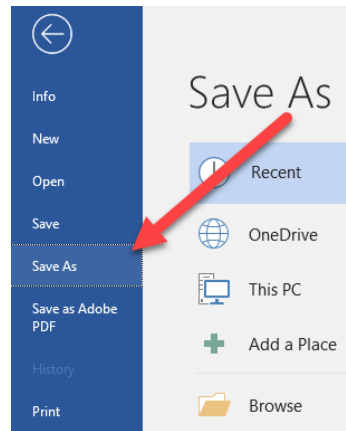
3. Select the plain text (txt) file type and hit save.

4. On the next screen, choose "Other encoding" and select "Unicode (UTF-8)" in the scrolling list. Click "OK."

Special Cases

- Once the questions are imported, you may add questions of other types (like short answer or essay) before publishing your exam. We can help show you how to add other question types.
- If your question has formatting like italics, bold, or underline, Aiken will drop this formatting. You won't break the Aiken format, but you will have to add it in manually in Moodle.
- If you have a large block of text that refers to multiple questions, for instance you might ask students to read a paragraph and then ask them multiple questions about that reading. Contact the Moodle team before submitted such questions.
- When questions are loaded into Moodle, they are ordered alphabetically by the question. If the order of your questions is critical to your exam or quiz, you should add numbering to the beginning of each question (e.g. "10 What is…"). Do not let word auto number. For single digit numbers, it will organize properly if you add a zero to the "ten" spot as in "01" or "02".
- In some cases, it may be too complicated or time consuming to build the test you want in Moodle. For many tests, you can use the same word document you always have and make the document appear and disappear at designated times. Students would download your word document and submit the finished test to a drop box.